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Use the Paper Menu to define the paper loaded in each paper tray and the default paper source and output bin.

Select a menu item for more details:

- **Assign Type/Bin**
- **Configure Bins**
- **Configure MP**
- **Custom Types**
- **Envelope Enhance**
- **Output Bin**
- **Overflow Bin**
- **Paper Loading**
- **Paper Size**
- **Paper Source**
- **Paper Texture**
- **Paper Type**
- **Paper Weight**
- **Substitute Size**
- **Universal Setup**

Note: Values marked by an asterisk are the factory default settings.

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Assign Type/Bin

Purpose:

To send print jobs to a specific output bin based on the requested paper type.

Values (for Standard Bin* and Bin <x>):

Plain Paper Bin	**Envelope Bin**
Card Stock Bin	**Letterhead Bin**
Transparency Bin	**Preprinted Bin**
Labels Bin	**Colored Bin**
Bond Bin	**Custom <x> Bin (where <x> represents 1 through 6)**

Note: If a user-defined name is available, it is displayed instead of Custom <x> Bin. The name is truncated to 14 characters. If two or more bins share the same name, the name only appears once in the Assign Type/Bin value list.

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Configure Bins

Purpose:

To determine which output bin(s) the printer uses for a particular job.

Values:

Mailbox*	Sends print jobs to the output bin designated for that user.
Link	Links all bins together as though they were one large bin. When one linked bin is full, the printer starts filling the next linked bin, and continues with each additional linked bin.
Mail Overflow	Sends print jobs to the output bin designated for that user until it is full, and then sends jobs to the designated overflow bin.
Link Optional	Links all optional output bins as though they were one large bin, while leaving the standard bin individually addressable.
Type Assignment	Sends each job to the output bin specified for that paper type.

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Configure MP

Purpose:

To determine when the printer selects paper loaded in the multipurpose feeder.

Values:

Cassette*	Printer treats the multipurpose feeder like any other paper tray. If a print job requests a paper size or type that is only loaded in the multipurpose feeder, the printer pulls paper from the multipurpose feeder for the job.
Manual	Printer treats the multipurpose feeder like a manual feed tray, and displays **`Load Manual`** when you need to insert a single sheet of paper in the feeder.
First	Printer pulls paper from the multipurpose feeder until it is empty, regardless of the paper source or paper size requested for the job.

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Custom Types

Purpose:

To specify the kind of paper associated with each of the Custom Types available in the Paper Type menu item.

Values (for Custom Type <x>, where <x> represents 1 through 6):

Paper*	**Cotton Paper**
Card Stock	**Labels**
Transparency	**Envelope**

Note: If a user-defined name is available, it is displayed instead of Custom Type <x>. The user-defined name is truncated to 14 characters. If two or more custom types share the same name, the name only appears once in the Custom Types value list.

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Envelope Enhance

Purpose:

To ensure high quality printed envelopes and minimize envelope wrinkling.

Values:

Off	Prints envelopes as any other printed material.
On*	Modifies the printing process to prevent wrinkling as envelopes move through the fuser.

If Envelope Enhance is On, you may hear a tapping sound as the envelopes print. We recommend you leave Envelope Enhance set to On unless the tapping sound is too loud for your work area. To eliminate this sound, select Off. Print a few envelopes. If the quality of print is acceptable, leave Envelope Enhance set to Off. If envelopes crease or wrinkle, select On.

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Output Bin

Purpose:

To specify the default bin for printed material.

Values:

Standard Bin*

Bin <x>

Note: If a user-defined name is available, it is displayed instead of Bin <x>. The name is truncated to 14 characters. If two or more bins share the same name, the name only appears once in the Output Bin value list.

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Overflow Bin

Purpose:

To designate an output bin as the overflow bin. If Configure Bins is set to Mail Overflow and a specific output bin is full, the printer automatically diverts printed material to the overflow bin.

Values:

Standard Bin*

Bin <x>

Note: If a user-defined bin is available, it is displayed instead of Bin <x>. The name is truncated to 14 characters. If two or more bins share the same name, the name only appears once in the Overflow Bin value list.

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Paper Loading

Purpose:

To properly handle preprinted paper loaded in a tray, whether the job is a duplexed job or a single-sided job.

Values:

First select a paper type:

Card Stock Load	**Colored Loading**	**Ltrhead Loading**	**Bond Loading**
Labels Loading	**Custom <x> Loading**	**Preprint Loading**	

Then select a value:

Duplex	Notifies the printer that the specified paper type is loaded properly for duplex printing. If the printer receives a single-sided job using that paper type, the printer inserts blank pages as necessary to print the job properly on preprinted forms. This setting may slow single-sided printing.
Off*	Printer assumes preprinted material is loaded for single-sided printing. Duplexed jobs may not print properly.

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Note: If a user-defined name is available, it is displayed instead of Custom <x> Loading. The name is truncated to 14 characters.

See also:

Loading print material

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Paper Size

Purpose:

To identify the default paper size for each paper source. For trays with automatic size sensing, only the value detected by the hardware is displayed.

Values:

First select a paper source:

Tray <x> Size	**Env Feeder Size**	**MP Feeder Size**
Manual Pap Size	**Manual Env Size**	

*Then select a value (*denotes a country-specific factory default value):*

Letter*	**A3**	**B4**	**10 Envelope***	**Folio**
Legal	**A4***	**B5**	**DL Envelope***	**Statement**
Executive	**A5**	**11x17**	**C5 Envelope**	
			7 3/4 Envelope	

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Universal Select Universal when you load paper that doesn't match any of the other available sizes. The printer automatically formats the page for the maximum possible size. You can then set the actual page size from your application software.

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Paper Source

Purpose:

To identify the default paper source.

Values:

Tray <x> (Tray 1*)
MP Feeder
Env Feeder
Manual Paper
Manual Env

If you loaded the same size and type of paper in two paper sources (and the Paper Size and Paper Type menu items are correctly set), the trays are automatically linked. When one paper source is empty, paper automatically feeds from the next linked source.

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Paper Texture

Purpose:

To identify the texture of the paper loaded in a specific source and to ensure that characters print clearly.

Values:

First select a paper type:

Plain Texture	**Preprint Texture**	**Labels Texture**	**Ltrhead Texture**
Card Stock Text	**Colored Texture**	**Bond Texture**	
Trnsprncy Text	**Custom <x> Texture**	**Envelope Texture**	

Then select a value:

Smooth
Normal*
Rough

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Note: The default for Bond Texture is Rough instead of Normal. If a user-defined name is available for a custom Type, then the name is displayed instead of Custom <x> Texture. The name is truncated to 14 characters.

Use Paper Texture in connection with the Paper Type and Paper Weight menu items. You may need to change those menu items to optimize print quality for your specific paper.

See also:

Paper Type; **Paper Weight**

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Paper Type

Purpose:

To identify the type of paper installed in each paper source.

Values:

First select a paper source:

Tray <x> Type	**Env Feeder Type**	**MP Feeder Type**
Manual Pap Type	**Manual Env Type**	

Then select a value:

Plain Paper	**Labels**	**Preprinted**	**Envelope**
Card Stock	**Bond**	**Colored Paper**	**Preprinted**
Transparency	**Letterhead**	**Custom Type <x>**	**Colored Paper**

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The Paper Type default for each envelope source is Envelope. The Paper Type default for each paper tray is as follows:

Tray 1–Plain Paper
Tray 2–Custom Type 2
Tray 3–Custom Type 3
Tray 4–Custom Type 4
Tray 5–Custom Type 5
MP feeder–Custom Type 6
Manual Pap Type–Plain Paper

Note: If a user-defined name is available, it is displayed instead of Custom Type <x>. The user-defined name is truncated to 14 characters. If two or more custom types share the same name, the name only appears once in the Paper Type value list.

Use this menu item to:

- Optimize print quality for the specified paper.
- Select paper sources through your software application by selecting type and size.
- Automatically link paper sources. Any sources containing the same type and size of paper are automatically linked by the printer, if you have set the Paper Size and the Paper Type to the correct values.

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See also:

Custom Types

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Paper Weight

Purpose:

To identify the relative weight of the paper loaded in a specific source and ensure that the toner adheres properly to the printed page.

Values:

First select a paper type:

Plain Weight	**Preprint Weight**	**Bond Weight**	**Labels Weight**
Cardstock Weight	**Color Weight**	**Envelope Weight**	**Ltrhead Weight**
Trnsprncy Weight	**Custom <x> Weight**		

Then select a value:

Light
Normal*
Heavy

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Note: If a user-defined name is available, it is displayed instead of Custom <x> Weight. The name is truncated to 14 characters.

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Substitute Size

Purpose:

To have the printer substitute the specified paper size if the requested size is not loaded.

Values:

Off	Printer prompts the user to load the requested paper size.
Letter/A4	Prints A4 size jobs on letter size paper if only letter size paper is loaded, and prints letter size jobs on A4 size paper if only A4 size paper is loaded.
Statement/A5	Prints A5 size jobs on statement size paper if only statement size paper is loaded, and prints statement size jobs on A5 paper if only A5 paper is loaded.
All Listed*	Substitutes both Letter/A4 and Statement/A5.

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Universal Setup

Purpose:

To determine the default size when the Paper Size setting for a tray or feeder is Universal.

Values:

First select a unit of measure (denotes a country-specific factory default value):*

Inches*
Millimeters*

Then select the values:

Portrait Width	3.00–14.17 in. (8.50 in.*)	76–360 mm (216 mm*)
Portrait Height	3.00–14.17 in. (14.17 in.*)	76–360 mm (360 mm*)
Feed Direction	Short Edge* Long Edge	

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See also:

Print material specifications ▲